

I. Procedures**A. Initiating Written Requests**

1. Requests for public records made under the Act must be in writing and specify the documents which are within the custody of the school system that are being sought. If the applicant chooses to make a request via electronic mail, the applicant assumes the risk that such transmittal may be compromised due to unanticipated technological errors, which may render the electronic mail transmittal undeliverable.
2. All written requests for public records must include the applicant's full name, mailing address, and telephone number.
3. The written request should be addressed to the custodian of record of the document sought, or if not known, addressed to the Public Information Officer.

B. Processing Written Requests

All public information requests received by the school system should be forwarded to the Public Information Officer who will coordinate with the appropriate staff to provide the requested information. The Public Information Officer may request the assistance of counsel for the Board to resolve questions of appropriate release of information.

C. Research, Preparation, and Compilation Time

1. Applicants will be charged for the time involved in research, preparation, and compilation of documents responsive to requests filed pursuant to the Act.
 - a. As provided by the Act, no charge will be assessed for the first two hours that an employee spends to respond to a request for public records.
 - b. After the first two hours, staff time shall be charged at the hourly rate of the employee or employees doing the work to fulfill the request.
2. When it is anticipated that a request will consume more than two hours of labor, ACPS will notify the applicant and provide a cost estimate. The applicant must agree to the fee amount before compiling of documents begins. ACPS will require a deposit of 75 percent of the estimate before initiating any research, preparation, and compilation. In all cases, fees must be paid in full before any documents are delivered or access to the documents is authorized.

D. Time of Inspection

With reasonable advance notice, an applicant may inspect any public record that he/she is entitled to inspect during the normal working hours of the school system. The inspection shall take place in the presence of the records custodian or the records custodian's designee.

E. Employee Salaries

Salaries of school system employees are deemed public information under the Act and may be provided upon request.

F. General Documents

All documents that may be viewed on the school system's Web page at the time of the request are designated as general documents.

G. Time and Place of Copying

The records custodian may set a reasonable time schedule for the making of copies, printouts, and photographs. The copy, printout, or photograph shall be made while the public record is in the custody of the records custodian and, whenever practicable, where the public record is kept.

H. Electronic Documents

To conserve resources and ensure the integrity of the requested records, ACPS may elect to deliver documents responsive to a request for information in an electronic format that cannot be manipulated or reconfigured.

- I. ACPS reserves the right to impose reasonable fees for other materials not listed herein.

II. Fees

A. Copying and Other Fees

1. The fee for each copy made by a photocopying machine owned or operated by the school system is 25 cents per page.
2. If copying must be done at a commercial facility for any reason, the applicant will be charged the actual fee assessed by that facility and shall be required to reimburse directly the agency or facility making the copy.
3. When an applicant requests that a copy of a public record be certified officially by the Superintendent or by a member of his administrative staff, an additional fee of \$1.00 per page shall be charged.
4. If the applicant requests that copies be mailed or delivered to the applicant, the records custodian may charge the applicant for the cost of postage or delivery to the applicant.

- B. Payment shall be remitted to the Allegany County Public Schools by money order, certified cashier's check, or business check; a personal check will not be accepted.

- C. Upon request, the records custodian may waive or reduce any fee charged pursuant to this rule if the records custodian determines that the waiver or reduction is in the public interest as determined by the Superintendent and such waiver is authorized by the Superintendent. The records custodian shall also consider, among other things, the applicant's ability to pay the cost or fee.

Board Reviewed 07/14/15	Superintendent Approved 07/14/15
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